

# WHIP Program

## 1. Introduction to Program: Purpose, Goals and Objectives:

The purpose of the Wildlife Habitat Incentives Program (WHIP) is to protect, restore, develop, or improve habitats for fish and wildlife on private lands, including Tribal lands and some State and Local lands. WHIP is a voluntary program that provides both technical assistance and up to 75 percent cost-share assistance to establish and improve fish and wildlife habitat. WHIP agreements generally last from 5 to 10 years from the date the agreement is signed.

WHIP has proven to be a highly effective and widely accepted program across the country. By targeting wildlife habitat projects on all lands and aquatic areas, WHIP provides assistance to conservation minded landowners who are unable to meet the specific eligibility requirements of other USDA conservation programs.

For additional information go to the NRCS National web site @ <http://www.nrcs.usda.gov/programs/whip/> or <http://www.nrcs.usda.gov/programs/> Additional information on RC&D can be found in the Conservation Programs Manual, 440-V-CPM, First Edition, Amendment 5, Part 517.

## 2. Fact sheets:

All of the following documents are attached:

WHIP Fact Sheet (WHIPFct.doc)

Indiana 2002 WHIP Summary (02inWHIPfctsht.doc)

Indiana Bulletin No. IN 300-3-1(bulletin300-3-1.pdf)

Indiana 2003 Guidance document (2003 draft whip guidance v1\_0.doc)

## 3. Application process: Step-by-step with timeframes for actions

- A. Landowner comes into office to apply for WHIP.
- B. District Conservationist and/or IDNR Wildlife Biologist visit site to assess practice applicability.
- C. Meet with landowner to complete WHIP Ranking Worksheet and AD-1153.
- D. Submit Ranking Worksheet and AD-1153 Application for Long-term Contracted Assistance Through the WHIP Program to the State Office (attention John Poenisch).

If approved for funding:

- E. Make sure the tract has a field and tract number.
- F. Wildlife Biologist develops Wildlife Habitat Development Plan.
- G. Complete the AD-1154, Long-Term Agreement. Also complete Attachment A, General Provisions and Special Provisions forms (if needed).
- H. Complete AD-1155 Conservation Plan Schedule of Operations. If data is entered into Tool Kit, LTP-11 can be substituted for AD-1155 Conservation Plan Schedule of Operations.
- I. Provide technical assistance for installation of practice(s)

# WHIP Program

Upon completion of a practice:

- J. District Conservationist completes a field check to ensure practice is installed properly.
- K. Upon satisfactory completion of practice, the DC will complete an AD-1161, Application for Payment.
- L. Submit AD-1161 along with the AD-1155 or LTP-11, a copy of the bills and any other support documents to justify payment to the State Office (attention John Poenisch).

## 4. Forms Required:

All of the following forms are attached:

Indiana Checklist for WHIP program (whip check list 2003.doc)

Indiana 2003 Ranking Worksheet (2003 WHIP ranking spreadsheet v1.01.xls)

AD-1153 Application for Long-term Contracted Assistance Through the WHIP Program (ad1153.pdf)

AD-1154 Long-Term Agreement (ad1154.pdf)

AD-1154 Attachment A: General Provisions (ad1154\_whip\_general\_prov.pdf)

AD-1154 Special Provisions (ad1154\_whip\_spec\_prov.pdf)

AD-1161 Application for Payment (ad1161.pdf)

Sample Conservation Plan developed in Customer Service Toolkit

Sample Contract Support Document developed in Customer Service Toolkit

**Note: All Conservation Plans and Contract Support Documents will be developed in Customer Service Toolkit.**

## 5. Indiana contact information:

John Poenisch, Programs Analysts

Indianapolis, IN Phone: 317-290-3200 ext. 357

Email: john.poenisch@in.usda.gov